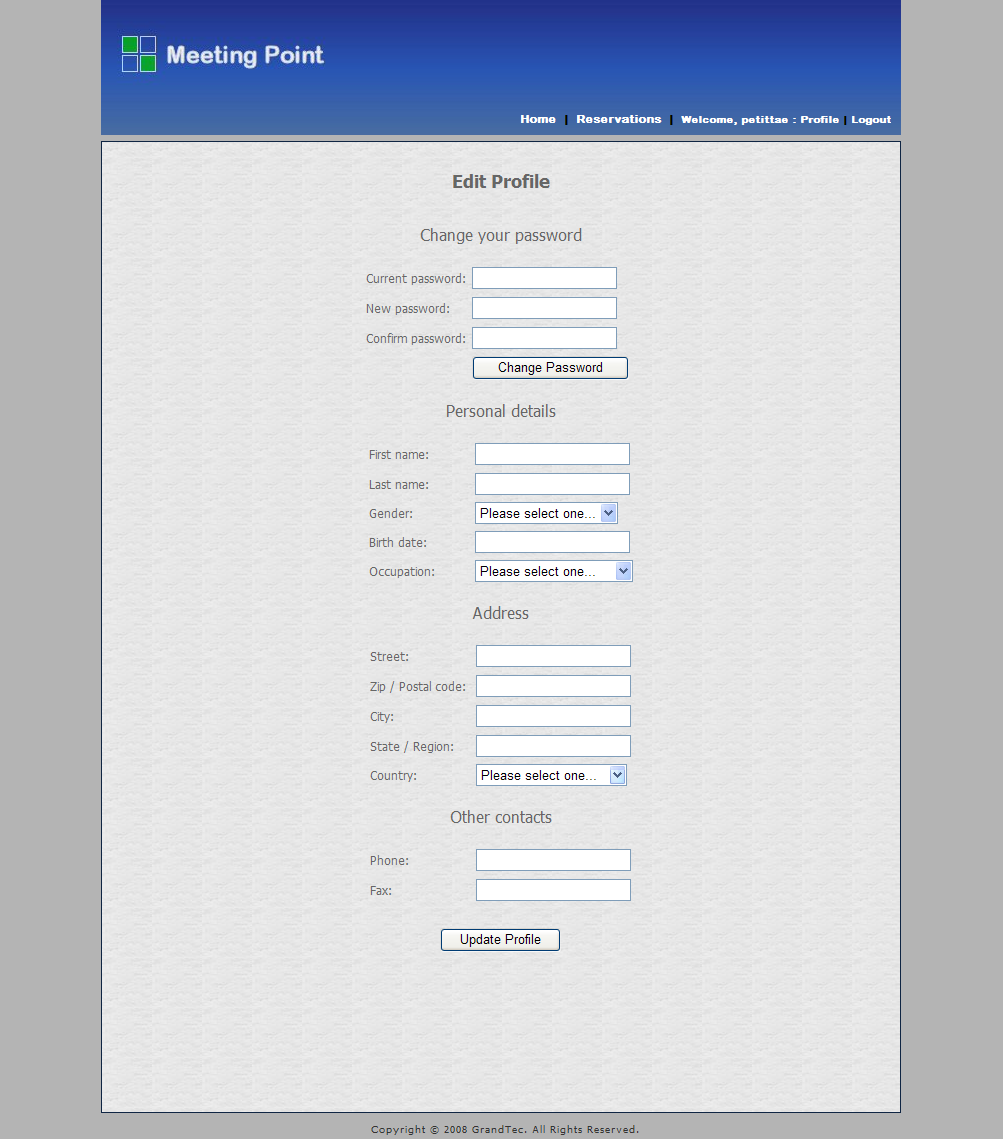
**Scheduling Room Reservations   
Using Meeting Point Software**

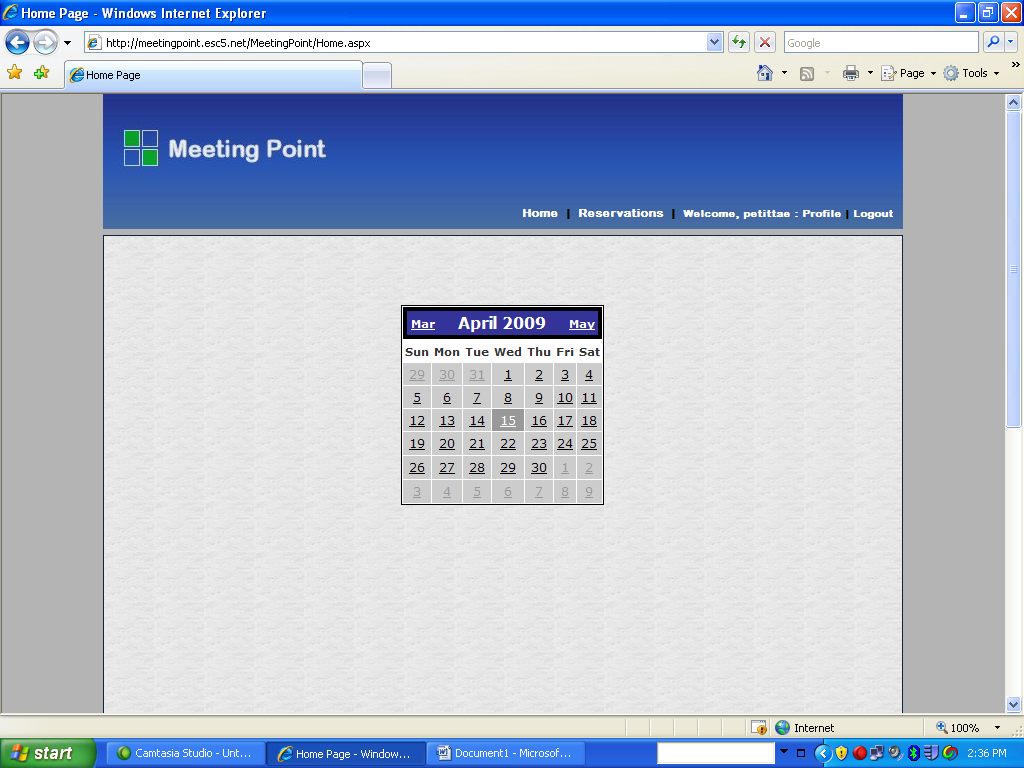
**Changing Your Profile**

Once you have logged in, you can edit your profile. You can change your password and add other personal details. Once you have finished updating, click on the **Update Profile** button.

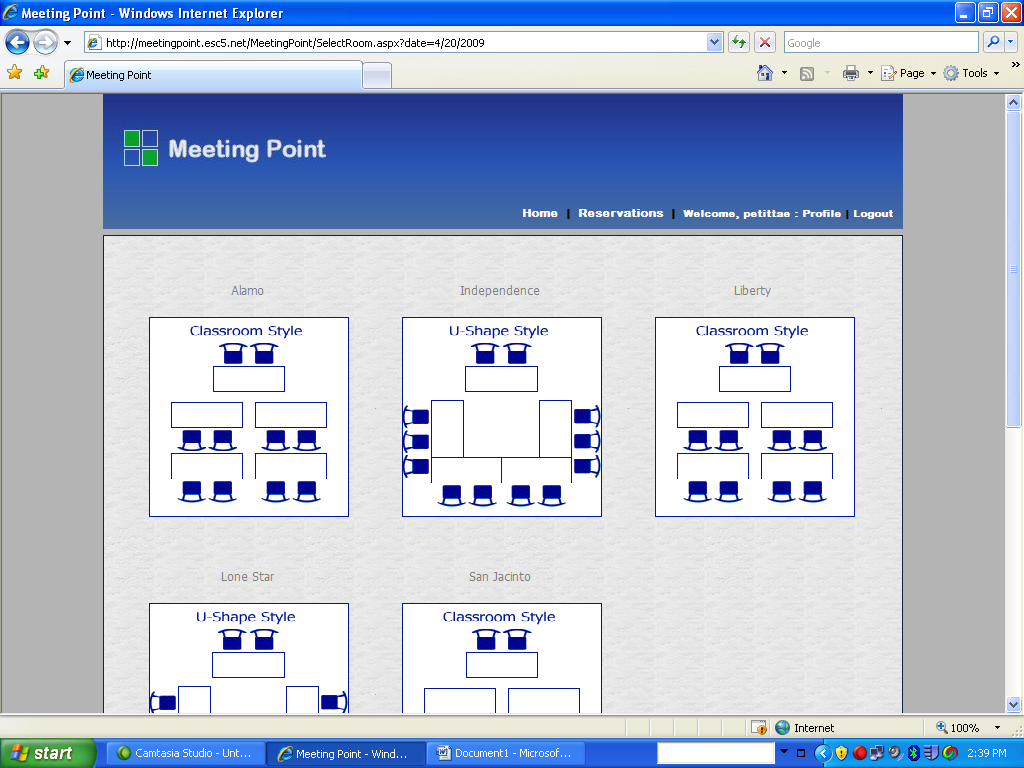
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**Making Reservations**

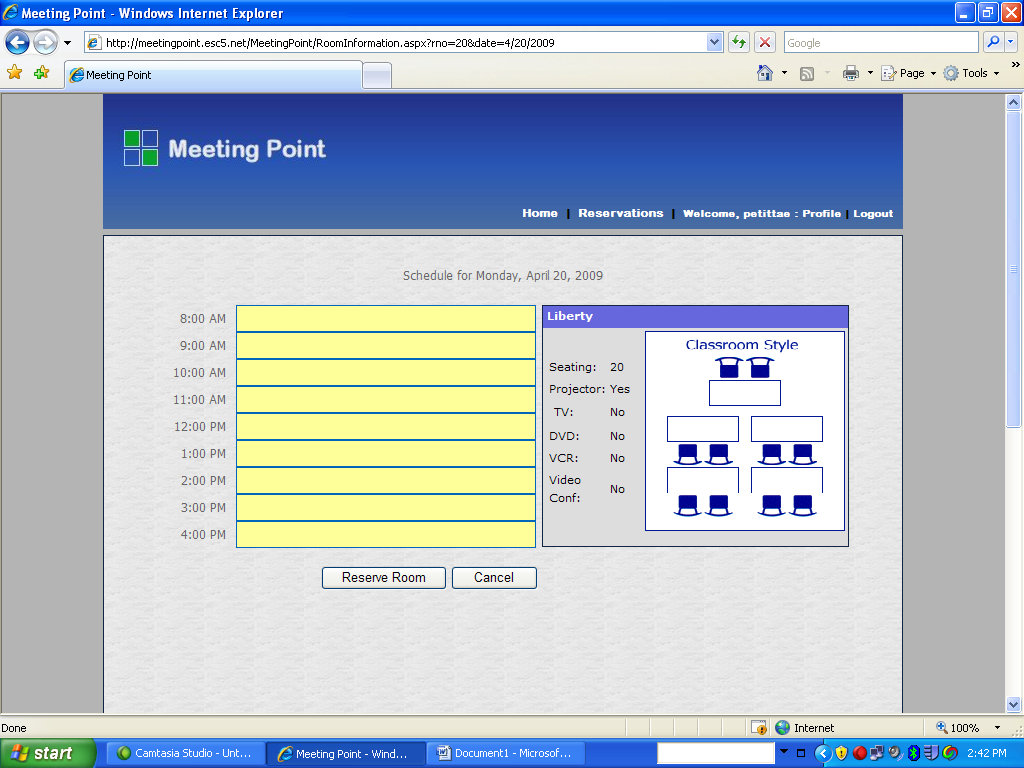
To make reservations, click on the **DATE** that you need for the reservation.



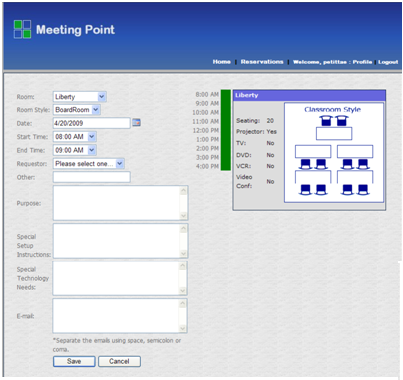
Here you will be presented with the rooms that are available. Click on the room you would like to reserve to go to the next step.



The next screen defaults to the date selected from the calendar to see what reservations are scheduled for that date. To reserve the room, click on the **RESERVE ROOM** button to get started. This takes you to the actual page where all of the data is needed for the reservation.



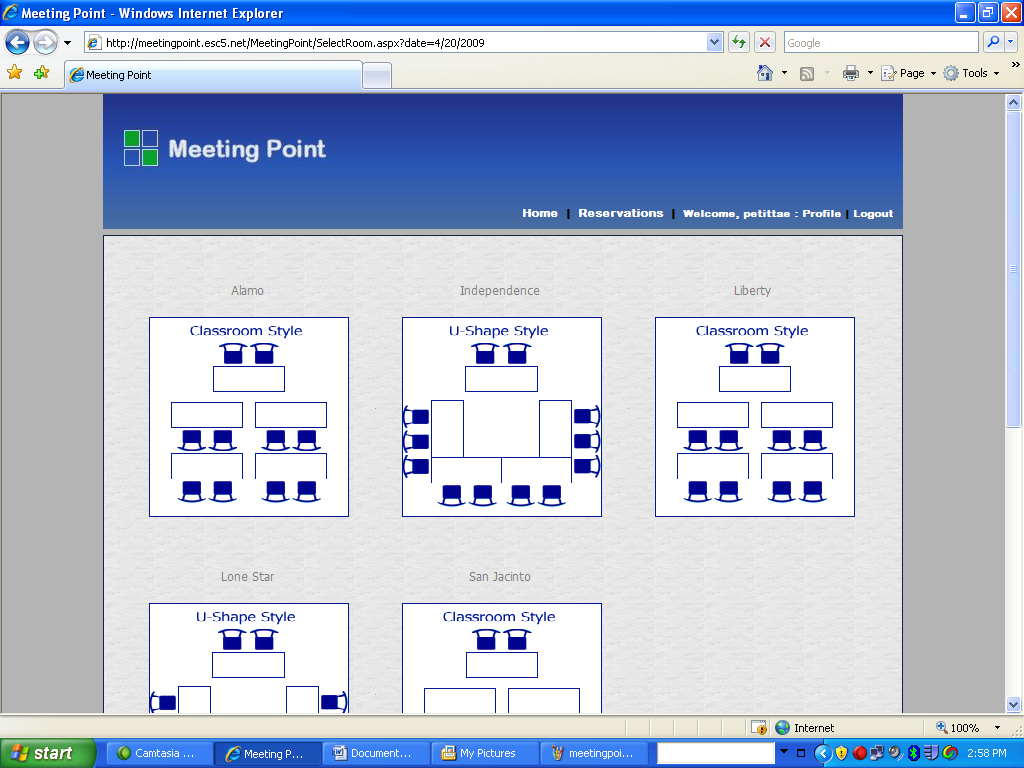
Enter in all the information needed for your room reservation.



* If you have accidentally clicked on the wrong room, you can select another room by choosing one of the rooms from the drop down menu in the **ROOM** field.
* Enter the Date in the **DATE** field. It defaults to today’s date. You can click on the calendar icon to select the date from a calendar.
* Enter the **START TIME** for the reservation from the drop down menu and the **END TIME** from the drop down menu.
* Enter the Requestor’s name in the **REQUESTOR** field. You can choose from the items in the drop down menu or enter a name in the **Other** field.
* The **PURPOSE** field describes what the room is to be used for and is displayed on the calendar and when the room is in use.
* The **Special Setup Instructions** field is for the information that is included in the email to the administrators when a reservation is made.
* The **Special Technology Needs** field is also included when an email is sent out.
* The **EMAIL** field is for sending out notifications to people who need to receive notifications when a reservation is created. Enter the email addresses separated by a space, comma or semicolon for multiple addresses.
* On the top right of the screen there is a green bar that shows the schedule for the day. If a reservation is made for that day, the time that corresponds to the reservation will turn red.
* A simple diagram for the room is also displayed next to the green reservation bar. (This is configured in the Configure Room section)
* When you have all of the appropriate fields entered, click the **SAVE** button.

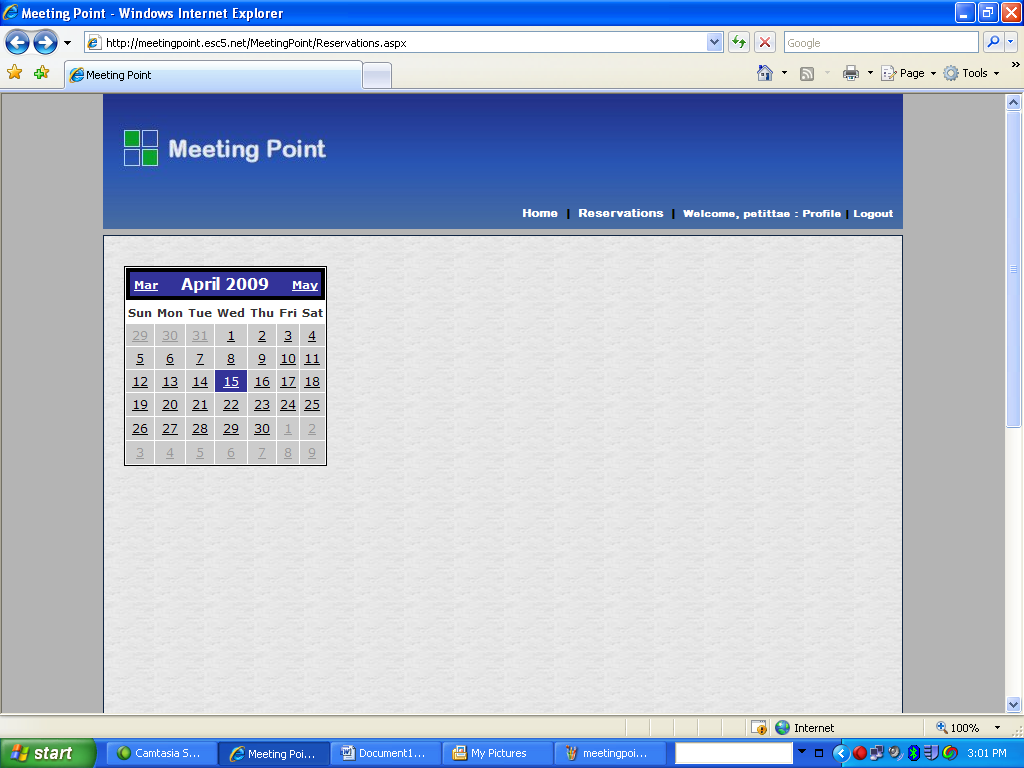
**Existing Reservations**

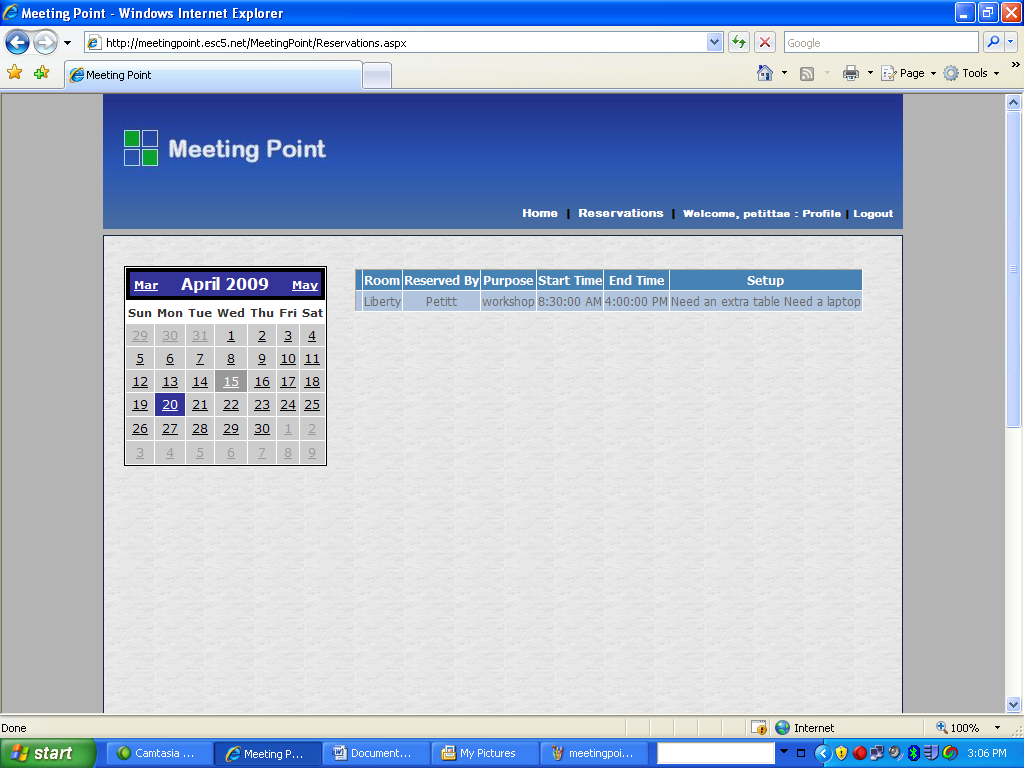
If you want to check your existing reservations, click on the Reservations tab located in the top right of the screen.



Reservations Tab

Click on the date that you want to check for any previous reservations made.



If any reservations have already been made in that room, you will see that information to the right of the calendar.